MassDEP, Bureau of Air and Waste

On-Line Permit Applications: Solid Waste Facility Permitting

Introduction to ePLACE

EEA ePLACE Portal

SW Permitting in ePLACE

▸ What applications are currently in ePLACE

▸ How to create an account in ePLACE

▸ How to start an online application

▸ Content of the on-line form

▸ Submittal and fee payment process

▸ The Public Viewer

▸ Plan for implementing more SW applications

▸ How to get help

EEA ePLACE Portal

SW Applications Currently in ePLACE

- **<u>Authorizations to Construct</u>**

  ▸ SW05 – Large Transfer Station or Handling Facility

  ▸ SW08- Landfill Phase Approval

  ▸ SW19- Small Transfer Station or Handling Facility

  ▸ SW26- Large New or Major expansion at Landfill

  ▸ SW27- Medium New or Medium Expansion at Landfill

  By early February:

  ▸ SW15- New or Expanded Combustion Facility

  ▸ SW28- Small New or small expansion of Landfill

  ▸ SW29- New or Expansion of a Wood Waste Facility

EEA ePLACE Portal

SW Application Approach

- ## New Form

  ▸ Replaces Transmittal Form

  ▸ Added Fields to collect general descriptive information about the project

  ▸ Old form and Attachments to be uploaded as Attachments to the new form

- ## New Features

  ▸ Ability to pay permit fee on line (credit card, EFT)

  ▸ Ability to track application review process

  ▸ Public Viewer and Public Comment portal

EEA ePLACE Portal

Register for an Account

- Create or Log-in to your account in eLicensing

- First time users click here

- Be sure to provide your full name, address, and contact information when setting up your account.
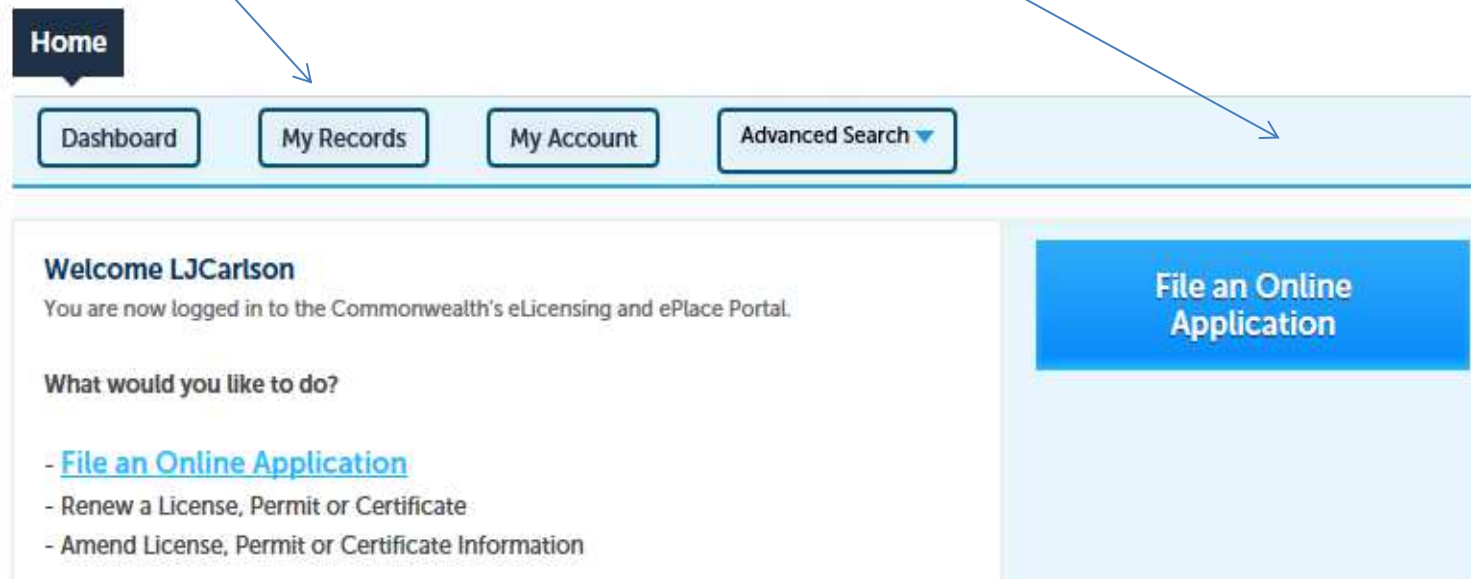
- Responsible Officials- list official Company Name!

EEA ePLACE Portal

Applicants: File an Online Application

- Click here to start

- If you want to track an application you have linked to and have already filed, click here

EEA ePLACE Portal

Applicants: File an Online Application

- Click on "Energy and Environmental Affairs" and "Apply for a DEP Authorization" to find & start application.

- To connect to and see an application in process click on "Link Your Account"

Home

File an Online Application

eLicensing and ePermitting Online Services

New Applicants and Consumers:
The Commonwealth of Massachusetts eLicensing and ePermitting portal provides the ability to file applications for licensure & permits and submit complaints. From the listing below, please select the service you would like to use and click the continue button.

Existing Licensees or Permit Holders:
Click Home and use the "My Records" tab to renew or amend a license or permit. If your license or permit is not listed under the "My Records" tab, please select the "Link your account" option found in section below. You will be prompted for a "record identification code" and "authorization code." from the Account Link notification you received. If you have not received a notification letter, please contact the ePLACE Help Desk Team at (844) 733-7522 or (844) 73-ePLACE between the hours of 7:30 AM - 5:00 PM Monday-Friday.

[ ] ▼ Search

▼ **Energy and Environmental Affairs (DEP, MDAR, DCR)**
   ◉ Apply for a DEP Authorization
   ○ Apply for a MDAR Authorization
   ○ Apply for a DCR Authorization
▶ **Link Your Account**

Continue »

EEA ePLACE Portal

Applicants: File an Online Application

- Click "Solid Waste" to see available applications

- Select the application you want.

NOTE:
1. Like the current ATC form, the content of the form is the same.

2. The "B" version of the form is to be used if a variance will be required.

Home

DEP Applications

Select a Record Type

Choose one of the following available record types. For assistance or to apply for a record type not listed below please contact us.

[Search]

▶ Air Quality (AQ)
▶ Drinking Water (DW)
▶ Hazardous Waste (HW)
▼ Solid Waste (SW)
  ○ SW Combustion - ATC SW15 Construct New/ Expand Combustion Facil Application
  ○ SW Handling - ATC SW05 Construct C&D Transfer or Lg Transfer/ Handling Fac Application
  ○ SW Handling - ATC SW05B Construct C&D Transfer or Lg Transfer/ Handling Fac w/ Variance Application
  ○ SW Handling - ATC SW19 Construct Small Transfer/ Handling Fac. Application
  ○ SW Handling - ATC SW19B Construct Small Transfer/ Handling Fac. w/ Variance Application
  ○ SW Landfill - ATC SW08 Landfills - Phase Approval (construct at existing landfill) Application
  ○ SW Landfill - ATC SW26 Construct Lg New/ Major Expansion Landfill Application
  ○ SW Landfill - ATC SW27 Construct Med New/ Med Expansion Landfill Application
  ○ SW Landfill - ATC SW27B Construct Med New/ Med Expansion Landfill w/ Variance Application
  ○ SW Landfill - ATC SW28 Construct Small New/Small Expansion Landfill Application
  ○ SW Landfill - ATC SW28B Construct Small New/ Small Expansion Landfill w/ Variance Application
  ○ SW Landfill - ATC SW29 Construct New/ Expansion Wood Waste Landfill Application
  ○ SW Landfill - ATC SW29B Construct New/ Expansion Wood Waste Landfill Application
  ○ SW48 - Third-Party Inspector Qualifications Statement Application
▶ Toxic Use Reduction (TUR)

[Continue Application »]

EEA ePLACE Portal

On-Line Form Content

- Identify Facility*
- Identify Facility Owner
- Provide Technical Information
- Identify the Applicant (responsible official)
- Review
- The Applicant needs to log in and Certify/ Submit the application

* Basic data for existing facilities has been loaded into the system. New Facilities can be added but need to be confirmed by MassDEP.

EEA ePLACE Portal

Select the Facility

- Search for an existing facility by entering name or address and click on "Search".

- If not found, click on "Clear" and use different or fewer criteria

- If still not found, add as new facility by typing in the facility information as required (see red asterisk)

Facility Name:

*Street # | *Street Name: | Street Name 2*

*City: | *State: MA | *Zip:*

Latitude | Longitude

DEP Facility ID: | AQ ID:

Search Clear

Some applications will not allow you to enter a new facility (e.g. ATO)

EEA ePLACE Portal

Identify Facility Owner

- Click "Look Up" to find Facility Owners already registered with DEP or add a new Owner

- Owner should be the Organization name as registered with the Sec. of State.

Owner Information

To add an owner, click the "Add New" button. You will have the option of using your login information, if applicable. You can also "Look Up" a previously entered contact, and select as the owner. If an owner is incorrect or has changed, you need to add the new/correct owner first, and then you can remove the incorrect/previous owner. Note that at least one owner is required to be entered.

[Add New] [Look Up]

Showing 0-0 of 0

Name	Organization Name	Contact Person	Telephone #	E-mail	Action
No records found.					

Save & Resume !!

[Continue Application »]   [Save and resume later]

EEA ePLACE Portal

Preparers: Save & Resume Button

- A Preparer can complete the form for an Applicant but not submit it.

- The "Save & Resume Later" button generates a PIN and emails the PIN to the Preparer.

- The Preparer should share the PIN with the Applicant.

- Once the Applicant activates the PIN (Link to my Account), they have access to the application.

- Instructions on how to use the PIN to link to the Application (ePLACE Quick Guide) are found at https://www.mass.gov/how-to/sw-05-08-15-19-26-29-construct-a-new-or-expanded-facility

EEA ePLACE Portal

Technical Content of the ATC Form

- General Information

  ‣ Owner Type, Operator Type

  ‣ Operator Name and Contact Information

  ‣ Engineer of Record Name and License Information

- Project Description

  ‣ Short Description of what is proposed

  ‣ Proposed new Waste disposal capacity

  ‣ Size of Site Assign area

  ‣ Conditions for which a variance is requested

  ‣ MEPA Applicability

EEA ePLACE Portal

Technical Content (continued)

- List Previous permits for this site

- Anticipated Waste Handling Capacity (5 yrs.)

- Waste Types to be Accepted

- Attachments

  ▸ Current Site Assignment

  ▸ Permit Application form with PE stamp and Applicant signature

  ▸ Report/ narrative

  ▸ Site Plans*

  ▸ Other documents (based on answers in the application)

The Regional Office may ask for hard copy large scale site plans

EEA ePLACE Portal

Applicant and Contributors

- All contributors to the application will be shown in a table.

- Signatory Authority – This describes the role of the applicant as a responsible official to act for the owner.

- In the boxes provide:
  - The legal name of the organization
  - The appropriate Organization type (source of Signatory Authority), and
  - The appropriate title or position of the Applicant.

Signatory Authority

*Organization Name:

Fuller Box

*Source of Signatory Authority:

Corporation Or Non-Prof ▼

*Title:

Employee of the Corpor:

EEA ePLACE Portal

Applicant and Contributors

- The Applicant Information box will show the name and address of the person currently logged into the application. This is the applicant. If the person filing out the form is NOT the "Responsible Official" or Signatory for the Facility, they are not the applicant, please log out and have the Responsible Official log in to complete the form.

- Click "Continue Application" if the correct person is shown as the applicant. Ignore the "Edit or View" link- this has been disabled.

Applicant Information

To review or certify this application, click on the "Continue Application" button. For most applications, if you are not the applicant, you will only be able to review. After reviewing, you will need to click on the "Save and resume later" button, and have the applicant log-in to certify.

Applicant Information:

Laurel J Carlson

Boston, , 02108

Telephone #: 617-348-4095 Email: Laurel.Carlson@state.ma.us

Edit or View

Continue Application »   **Save and resume later**

EEA ePLACE Portal

Review and Certification

- Last step before submit is a top to bottom review.

- Can take screen prints of the review section to share a hard copy with the Applicant before submittal.

- Click "Edit Application" if any information needs to be updated

- Scroll to the bottom for the Certification language.

Review and Certification

If you arrive at this Review page after selecting 'Resume Application' from your dashboard, (and then select 'Pick up where I left off'), you will need to click on the "Applicant and Contributors" tab at the top of the page, and then click "Continue" to finish submitting this application.

[Edit Application]

Facility Information

FULLER BOX | 150 CHESTNUT ST NORTH ATTLEBOROUGH MA 02760
DEP Facility ID: 317002
DEP Region: SE
HW ID: MVS086952525
Facility Record ID: 15-FAC-021951

Owner Information

Showing 1-1 of 1

Name	Organization Name	Contact Person	Telephone #	E-mail	Action
Fuller BOx		Jane Doe	508-695-0001	someone@somewhere.com	Edit/View

Person On-Site Responsible for Supervising Recycling Activity

First Name: Jane   Middle Name:
Last Name: Doe   Telephone Number: 5082220001
On-site Supervisor's Email Address:
someone@somehwere.com

Facility Mailing Address

EEA ePLACE Portal

Review and Certification

- Again, the applicant or Responsible Official must be logged in to complete the notification. Their name should be in the box of "Applicant Information"

- Read the certification statement

- Check the box agreeing to it

- Click "Continue"

Applicant Information

Individual
Laurel J Carlson
Boston, 02108
United States
Ext #:One Winter St 7th Floor

Telephone #:617-348-4095
E-mail:Laurel.Carlson@state.ma.us

"I attest under pains and penalties of perjury that:

a. I have personally Examined and am familiar with the information contained in this submittal, including any and all documents accompanying this certification statement;

b. Based on my inquiry of those persons responsible for obtaining the information, the information contained in the submittal is, to the best of my knowledge, true, accurate and complete

c. I am fully authorized to bind the entity required to submit these documents and to make this attestation 9on behalf of such entity; and

d. I am aware that there are significant penalties including but not limited to, administrative and civil penalties for

☐ I agree that I am the Applicant. If you are not the Applicant then click on 'Save and resume later' button

Date:

Continue Application »   **Save and resume later**

EEA ePLACE Portal

18

Application Fee

Identify Fee exemption OR Pay Fee

- Both online payment and pay by mail are available.

- Online payment will carry a service charge

- Click the appropriate box to begin.

SW Landfill - ATC SW28 Construct Small New/Small Expansion Landfill Application

| 1 | 2 | 3 | 4 Special Fee Provision | 5 Applicant and Contributors | 6 Review | 7 Pay Fees | 8 Application Submitted |

Step 7: Pay Fees

Listed below is the fee for the authorization that you are applying for. The following screen will display your total fees.

Payment may be made by electronic check or credit card for a nominal processing fee. The electronic check fee is $0.35 per transaction. Credit card payments are 2.35% per transaction. Clicking on the PAY ONLINE button will bring you to the secure online payments portal. Once you have made payment, you will be returned to your application for submittal.

Payment may also be made by mail. However, review of your permit will not begin until payment is received. By clicking on the Pay by Mail button, you will have submitted your application. You will receive a notification email with the location and address to send your payment. That information is also available in the instructions for this authorization.

Application Fees

Fees	Amount
SW28 Application Fee	$14,275.00

$14,275.00

[Pay Online »] [Pay by Mail »]

MassDEP will not begin review of the application until the permit fee has been paid.

EEA ePLACE Portal

Application Submitted!

- On-screen notification that the application has been successfully submitted

- Email indicating that the application has been received will also be sent.

EEA ePLACE Portal

Proof of Record (POR)/ Public Viewer

- Approximately 5 minutes after submittal of the application, the Applicant will receive a POR which is a copy of the Application minus attachments.
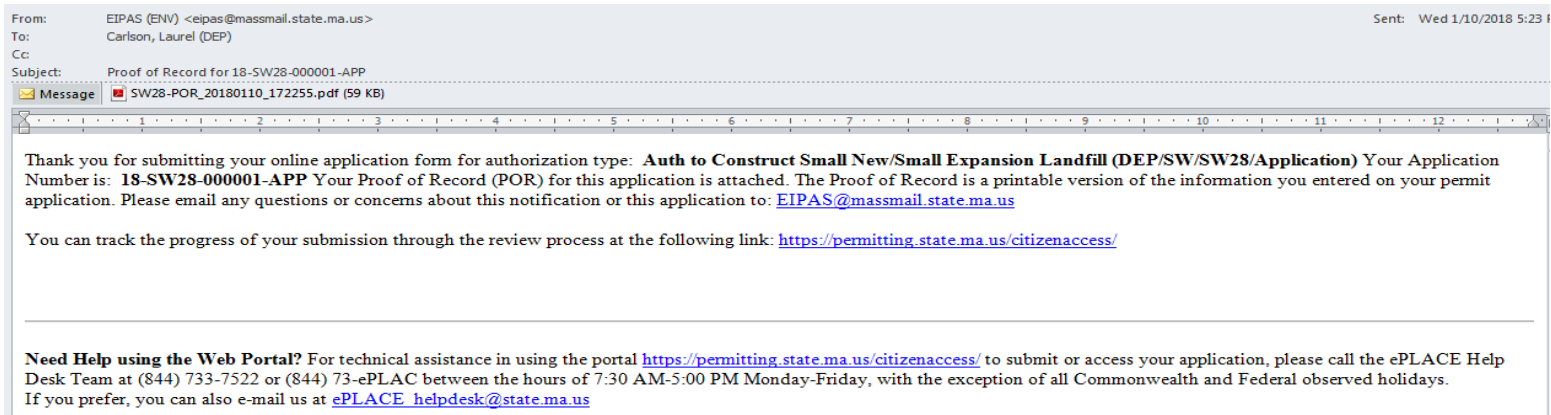
- Also see the link below for a copy of both the application and attachments:

    https://eeaonline.eea.state.ma.us/EEA/PublicApp/

EEA ePLACE Portal

Proof of Record (POR)

- Printable PDF Version of Submittal with list of Attachments.

- If the application is deficient, MassDEP can open up the application for applicant to make edits.

- A new POR is generated every time the application is changed.

- Each POR is shown in the Public Viewer

EEA ePLACE Portal

Public Viewer

- https://eeaonline.eea.state.ma.us/EEA/PublicApp/

- Allows public to view application (POR plus attachments).

- Allows Public to view Draft Approval for public comment.

- Allows public to file comments during public comment period.

- Allows public to view Final Approval.

EEA ePLACE Portal

Public Viewer

- What the Application Record looks like:

INEOS MELAMINES LLC

INEOS MELAMINES LLC
730 -B WORCESTER ST, SPRINGFIELD, MA 01151

Applicant or individual licensee	Application status
City	SPRINGFIELD	● Decision Rendered
Email		Approved
Phone		
	Application date
Agency contact	06/23/2017
Email		**Authorization ID**
	#17-AQ01P-000020-APP
Supporting documents ⓘ	Department of Environmental Protection
	Plan Approval Limited

AQ Form - Scrubber.pdf

LPA Attachment - Ineos Tank 21-24 Vent Scrubber.pdf

AQ01P-POR_20170623_154242.pdf

Figure 2 - Emission Calculations - Methanol Tank Scrubber.pdf

Figure 3 - Model 10T20H.pdf

Figure 3 - Model 10T20H.pdf

Figure 4 - 10T20H.pdf

Figure 1 - Scrubber Control Drawing (Final).pdf

EEA ePLACE Portal

Public Comments

- Interested Parties can submit comments during public comment period through the Public Viewer.

- Commenter must provide a name and a "Subject" for the comment (names are not validated)

- Commenter can attach documents, exhibits, photographs, etc.

- Commenter cannot see comments from other parties while the comment period is open

- MassDEP can extend the comment period if necessary by modifying the workflow timeline.

EEA ePLACE Portal

Public Comments

▶ MassDEP can review comments, compile comments into subject areas and publish comments once comment period has ended.

▶ If MassDEP prepares a Response to Comments document, it too can be posted in the Application record on the Public Viewer.

EEA ePLACE Portal

What's Next?

- Authorizations to Operate (SW06, SW10, SW20)

- Post Closure Use (SW36, SW37)

- Authorizations to Modify

- Beneficial Use Determinations

- ALL Solid Waste Applications to be On-Line by June 2019

NOTE: Concurrently, BAW is implementing forms for Hazardous Waste Facility Permits

- On-Line Reporting TBA

EEA ePLACE Portal

To Get Help

- Pre-Application Consultation with the MassDEP Regional Office is strongly recommended.

- ePLACE HELP (account set up, password, find a form, make payment, My Records) : ePLACE_helpdesk@state.ma.us. or call (844) 733-7522 (7:30 am – 5pm, M-F).

- Screen by Screen Instructions for each form plus instructions on how to link a PIN to the Application and the full User Guide available at https://www.mass.gov/how-to/sw-05-08-15-19-26-29-construct-a-new-or-expanded-facility

EEA ePLACE Portal